

Department of Health Professions

DIRECTOR'S POLICY # 76-4.4

Requesting reports from NPDB and HIPDB

Effective Date: April 27, 2010

Approved By:


Sandra Whitley Ryals, Director

76-4.4 Requesting Reports from The National Practitioner Data Bank (NPDB), The Healthcare Integrity & Protection Data Bank (HIPDB) and Section 1921 Data Banks.

Purpose:

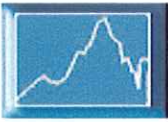
The purpose of this directive is to establish a policy for requesting information on a licensee from the NPDB, the HIPDB and Section 1921 Data Banks.

Policy:

All requests for information from the Data Banks will be made by and through the Administrative Proceedings Division (APD).

Procedures:

- A. The enforcement investigator or designated board staff will submit any query requests, with all required information, to the APD Office Manager or designated staff via the agency's e-mail.
- B. The enforcement investigator or designated board staff requesting the information shall provide the following information to the Administrative Proceedings Division's Office Manager or designated staff:
 1. Practitioner's full name & any other name(s) used, if applicable;
 2. Practitioner's address of record as it appears in the License 2000 database;
 3. Virginia license number and any other state's license numbers, if known;
 4. Date of birth;
 5. Social Security Number as obtained in accordance with Section 7 of the Privacy Act of 1974; and
 6. Professional school attended & year of graduation.



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- C. The Administrative Proceedings Division's Office Manager or designated staff upon receipt of a query request will:
 - 1. Complete the blank query request form located in the NPDB/HIPDB website;
 - 2. Retain a copy of the request for Department record; and
 - 3. Maintain an electronic log of all requests.
- D. Upon receipt of the requested information from the Data Banks, the Administrative Proceedings Division will transmit a copy of the Data Banks report to the agency staff individual who submitted the original request.